



**Town of Harpswell
Code Enforcement Office
Building Permit/Land Use Permit Application**

(CEO Approval Sticker)

(Appeals/Planning Board Approval Sticker)

(Flood Plain Approval Sticker)

Conditions of Approval / Comments:

Application Date: ____/____/20____

Permit Type(s) Requested:

☐ New Structure ☐ Addition ☐ Alteration ☐ Replacement ☐ Pier, Dock, Float
☐ Accessory Structure ☐ Earth Moving/Filling ☐ Other _____

Section 1. Applicant Information

Applicant Name: _____

Mailing Address: _____

Telephone Numbers:

Days: _____

Nights: _____

Fax: _____

Is the applicant also the property owner? ☐ YES ☐ NO (If no, complete owner information below)

Section 1a. Owner Information

Owner Name: _____

Mailing Address: _____

Telephone Numbers:

Days: _____

Nights: _____

Fax: _____

Section 1b. Contractor Information

Contractor Name: _____

Mailing Address: _____

Telephone Numbers:

Days: _____

Nights: _____

Fax: _____

Section 2. Property Information

Street Number Name: _____

Tax Map: ____ **& Lot:** ____ **Lot Area:** _____ ☐ acres ☐ square feet

Lot Dimensions: _____

Road Frontage – Actual: _____ feet

Required Road Frontage: _____ feet

Shore Frontage – Actual: _____ feet Required Shore Frontage: _____ feet

Zoning District(s): ☐ INT ☐ SR ☐ SB ☐ CFI ☐ CFII**Existing Land Use(s):** _____**Proposed Land Use(from §13.3 in ordinance):** _____**Lot Coverage (in percent):** Present _____ % **Proposed** _____ % **Zone Max:** _____**Structure Setbacks (feet):** Front Lot Line _____ Side Lot Line (closest) _____**Maximum High Water Line** _____ **Rear Lot Line** _____**Estimated Construction Costs: \$** _____ ☐ Applicant ☐ CEO ☐ Assessor**Structure Dimensions:** L _____ W _____ **Square Feet per Story:** _____ s.f.**Structure Height:** Present _____ **Proposed** _____ **#Stories** _____**Special Flood Hazard Area** ☐ **Zone** _____ **Elevation Above 100 year flood** _____**Total Square Footage of All Buildings:** Present _____ s.f. **Proposed** _____ s.f.**Type of Water Supply:** ☐ Dug Well ☐ Drilled Well ☐ Community Well Age _____ Depth _____ Gal/Min _____**Type of Septic System:** ☐ Subsurface ☐ Holding Tank ☐ OBD ☐ Unknown _____ Year Installed _____ Permit # _____

Section 3. Project Description

Describe your proposed activity. If applicable describe the type of building, length, width, height, number of stories, and proposed use. **Please include a floor plan.** Be thorough to avoid delays in review of your project.

Section 5. Non-conforming Structures

☐ Check here if not applicable

A. s.f of portion of the structure which is less than the required setback _____

A. c.f of portion of the structure which is less than the required setback _____

B. s.f. of previous expansions of portion of structure which is less than the required setback _____

B. c.f of previous expansions of portion of structure which is less than the required setback _____

C. s.f. of proposed expansion of portion of structure which is less than the required setback _____

C. c.f of proposed expansion of portion of structure which is less than the required setback _____

D. % increase of s.f. of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase = $\frac{B+C}{A} \times 100$)

A _____

D. % increase of c.f of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase = $\frac{B+C}{A} \times 100$)

A _____

Section 6. Modular and Mobile Homes

☐ Check here if not applicable

Year Made _____ Make _____ Model _____ Size _____

Serial Number _____ HUD Certification Number _____

Foundation Type & Size _____ Prestressed Concrete Pads Size _____

Gravel Pad _____ Other _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

I hereby certify that I understand that I **MAY NOT** start **ANY** part of my project without first receiving my permit.

Signature of Applicant _____ date _____

Signature of Owner _____ date _____

Permit Fee: \$ _____

Fee: \$50 Plus \$0.12 per square foot of activity

Internal Plumbing Fee: \$ _____

\$75 additional if the structure is non-conforming

External Plumbing Fee: \$ _____

Annual Renewal 50% of original.

Amount Due: \$ _____

If work is started before the permit is issued the fee

Date: _____

is tripled.

Have You:

Completed all applicable sections of the application?

Enclosed the fee?

Supplied documentation of proper subsurface
wastewater disposal?

Enclosed a side view drawing indicating the height
from mean original grade?

Enclosed a clearly labeled floor plan if applicable?

Has the proposed structure been staked out?

Have you signed the application and plot plan?

Enclosed a Letter of Authorization if applicable?

Inspections

Site	Plumbing	Final

Plot Plan

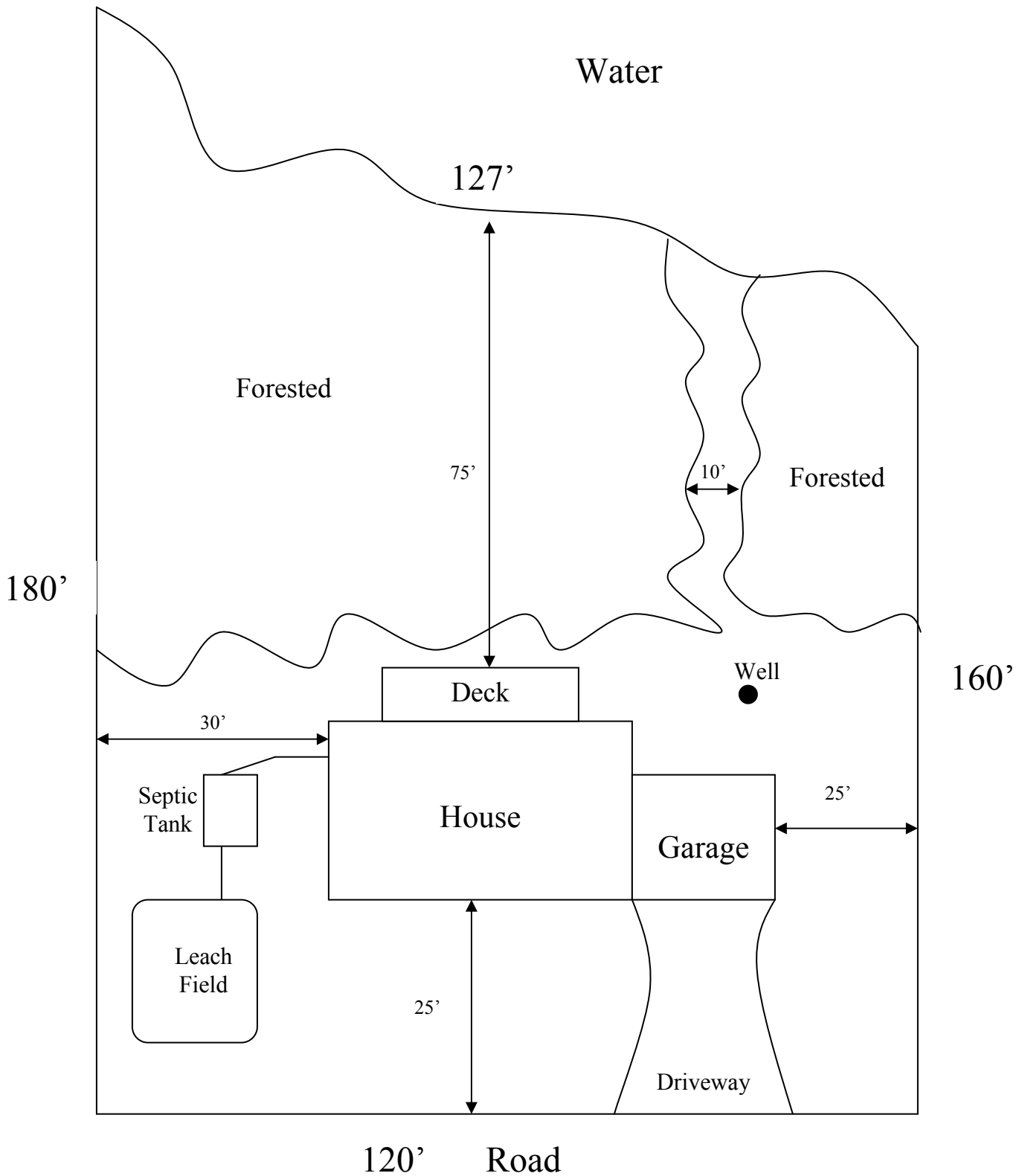
Please as detailed as possible. Include all present and proposed structures, wells, septic areas, and driveways. Also include setbacks of structures to each other and lot lines. **SEE SAMPLE.**

**I herby attest to the above drawing and dimensions are correct to the best of my knowledge.
Before any soil is disturbed, I will properly install and maintain an erosion control barrier. This barrier will be adequate to prevent any soil erosion that may take place due to the construction project. The barrier shall remain in place until construction is complete and any disturbed area is re-vegetated and stabilized.**

Signature of Applicant _____ date _____

Signature of Owner _____ date _____

Sample Plot Plan



This sketch is for representational purposes only. Refer to the Town of Harpswell Basic Land Use and Shoreland Zoning Ordinances for setback requirements, etc.